



Phlebotomy Technician Certification  
Program Information Packet

Center for Phlebotomy Education, Inc.  
School of Phlebotomy  
1304 N. Old Highway 135, Suites 101-103  
Corydon, Indiana 47112  
812-738-5700 Toll-free 866-657-9857  
812-738-5750 – fax

Located in the former Limeberry Lumber complex near the bridge on North Capital  
(Look for the beige building with green roof sitting below street level on same side as YMCA)



The Center for Phlebotomy Education, Inc. has been providing educational materials and services on blood specimen collection for the healthcare industry throughout the United States and internationally since 1998. Our catalog of videos, books, newsletters, continuing education materials, educational posters, webinars, and online educational content are in use by thousands of hospitals, clinics, laboratories, and academic institutions worldwide. Visit our web site at [www.phlebotomy.com](http://www.phlebotomy.com).

In January 2009 we opened the School of Phlebotomy to meet the growing demand of the area's healthcare providers for qualified applicants and the need of local residents to be trained, at a reasonable price, in a profession that would always be in demand. As the leading authority in blood specimen collection, it made perfect sense to open the School of Phlebotomy. Our school already has a track record of producing the best prepared phlebotomy students in the area, and at a fraction of the cost of competing programs. We would be glad to provide you with a list of references if you request them.

The School of Phlebotomy is regulated by the Indiana Commission on Proprietary Education.

This institution is regulated by:  
The Indiana Commission on Proprietary Education  
302 W. Washington St., Room E201  
Indianapolis, Indiana 46204  
Toll-free number: 1-800-227-5695 or 317-232-132

Our current Program Coordinator/Instructor; Lisa Steinam PBT (ASCP), has over 15 years of patient care and phlebotomy experience. She has been teaching phlebotomy in a hospital setting and college programs for over 12 years. She is very dedicated to her student's success in our program.

Thank you for your interest in our school.

Sincerely,

Dennis Ernst MT (ASCP)  
Center for Phlebotomy Education, Inc.  
CPE President  
School of Phlebotomy Director

Catherine Ernst, RN, PBT (ASCP)  
Center for Phlebotomy Education, Inc.  
CPE Vice President  
School of Phlebotomy Administrator

Center for Phlebotomy Education's

# SCHOOL OF PHLEBOTOMY

## **Mission Statement**

*It is our mission to provide our students with the best instruction available, to graduate highly competent and ethical individuals who uphold the standards of patient care and phlebotomy best practices, and prepare our graduates for employment and national certification.*

## **What is a Phlebotomist?**

Phlebotomists are healthcare professionals who draw blood and obtain other specimens from patients for medical testing or collect blood from donors for blood bank purposes. They also help prepare and process specimens for testing and assist with other laboratory duties. Phlebotomists work in hospitals, laboratories, clinics, medical offices, work independently doing insurance exams, and in other areas. Phlebotomists must be compassionate and patient, be able to keep up a fast pace, effectively deal with stress, have excellent customer service skills, be detail oriented, obtain quality specimens for testing, and have a high degree of skill in obtaining blood samples from patients of all ages. While phlebotomists do not currently have to be licensed or certified in Indiana, most hospitals do prefer to hire nationally certified phlebotomists. Upon completion of our program, our students are eligible to sit for a highly respected national certification exam through the American Society for Clinical Pathology (ASCP).



## ***Phlebotomy Technician Certificate Program***

Our Phlebotomy Technician program is a certificate program. It does not qualify as a college unit course. Upon successful completion of the classroom and clinical externship portions of the program, the student is awarded a Phlebotomy Technician Certificate and is scheduled to take the American Society for Clinical Pathology (ASCP) national certification exam. Students are qualified to work as phlebotomists at any point after they successfully complete our program and do not have to wait to take the national certification exam before applying for a job. Students are not required to take the national certification exam but they are passing up a big opportunity for professional recognition and future employment if they do not take the exam. The majority of labs/hospitals will only hire certified phlebotomists.

### **Course Prerequisites:**

- A high school diploma, GED, or Certificate of High School Equivalency;
- Basic computer skills;
- A professional appearance, demeanor, good communication skills and work ethic;
- Good hand-eye coordination and the ability to navigate around sometimes crowded healthcare settings;
- Proof of recent negative TB test or chest x-ray ;
- Proof of Hepatitis B vaccination, signed statement student is in the process of obtaining the vaccinations, or signed statement student has declined the vaccination;
- Proof of up-to-date immunizations and a recent physical
- Be drug-free and willing to undergo urine drug test  
Be without alcohol addiction
- Be without a criminal record and willing to submit to criminal background check
- Have reasonable availability to attend a clinical externship
- Prospective students must submit an application. If approved, an interview with the instructor prior to being accepted for the program is required.
- Prospective student must agree to school policies before tuition monies will be accepted.

### ***The prospective student must have:***

- **Normal, compensated, or corrected vision** to participate actively in all demonstrations, laboratory exercises, classroom activities and clinical experience. The student must be able to independently perform microscopic work, read charts, graphs, manuals, and instruments and make color comparisons and interpretations.
- **Normal, compensated, or corrected hearing** to independently communicate with patients, colleagues, and other healthcare practitioners.
- **Sufficient and appropriate eye-hand coordination and manual dexterity** to independently and safely perform phlebotomy skills. Have full range of motion of joints, ability to perform repetitive tasks and the ability to walk, stoop, bend, twist, reach, and occasionally kneel and squat. Have fine motor abilities to use electronic keyboards to input and transmit data. Have the ability to lift and move up to 50 pounds of weight.
- **Physical stamina to work long periods of time (4-8 hours) at tasks that demand bending, stooping, standing, and sitting.** Move freely and safely about the laboratory and the clinical setting. Perform moderately taxing continuous physical activity. Reach laboratory counters, shelves, patients lying in hospital beds or patients seated in blood collection furniture.

- **Mental, psychological, and emotional health** to independently perform with speed and accuracy in potentially and occasionally stressful situations. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. Demonstrate rational and appropriate behavior. Tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent to the clinical problems of many patients. Recognize own stress level and communicate need for assistance appropriately. Perform multiple tasks and establish priorities. Calmly react to urgent situations. Exercise good judgment in dealing with patients and co-workers. Demonstrate compassion, integrity, and concern for others.
- **Criminal Background Check** is required in order to attend clinical externship. Students with less than perfect records may not be allowed to attend clinical rotation. Consult with instructor if you have any question about this before applying to program.
- **Drug Testing** is required by the clinical affiliates prior to the clinical rotation. Students will be notified about the arrangements for testing by the school's program coordinator. Students in the program are expected to have clean test.

### **Subjects Covered in this Program:**

- Introduction to Medical Terminology
- Asepsis, Infection Control, and Needlestick Prevention
- Anatomy and Physiology Overview
- Blood Collection Practices
- Non-Blood Specimen Collection & Computer Use Overview
- Quality Assurance, Legal Issues, and Workplace Safety
- CPR and First Aid
- Customer Service, Professionalism and Career Development hours
- Clinical practice in local facilities - approximately 3 weeks full-time, more if attending part-time and must be a minimum of 100 hours of clinical externship

Healthcare careers can be very stressful and fast paced. Because working as a phlebotomist is both physically and sometimes emotionally stressful, you need to be in good physical and emotional condition to enter this profession. You will need to exercise patience and compassion, manage your aggravations in a constructive manner, and work as a member of a team as well as independently. You will be the face of the lab and must keep customer service and courtesy on your mind at all times and treat your patients as you would want yourself or your family to be treated. Honesty and integrity are part of the high calling of healthcare workers.

### **2012 Class Schedule (not including clinical externship)**

#### Fast Track Schedule of Classes

Classes are held Monday through Friday from 9 am to 4pm. All classes are important and must be attended. Students must attend classes wearing scrub-type uniforms and white/black leather shoes that do not have any perforations or permeable panels. After attending 96 hours of classroom study and practice and passing the final exam, students are assigned to attend 100-120 hours of clinical externship

at area hospitals. The clinical practice does not necessarily occur immediately after the completion of classes. Please see the information regarding clinical externships.

**April 9 – April 27, 2012 (Application deadline March 26, 2012)**

**August 6 – August 24, 2012 (Application deadline July 23, 2012)**

**October 29 – November 16, 2012 (Application deadline October 15, 2012)**

#### Evening Track Schedule of Classes

Classes are held Tuesday and Thursday evenings from 5:30 pm to 9:30 pm. All classes are important and must be attended. Students must attend classes wearing scrub type uniforms and white or black leather shoes that do not have any perforations or permeable panels. After attending 96 hours of classroom study and practice and passing the final exam, students are assigned to attend 100-120 hours of clinical externship at area hospitals. The clinical practice does not necessarily occur immediately after the completion of classes. Please see the information regarding clinical externships.

**March 20 – June 7, 2012 (Application deadline March 6, 2012)**

**August 7 – October 25, 2012 (Application deadline September 24, 2012)**

**Notice:** Classes may be cancelled or postponed in the event enrollment is not sufficient to properly conduct a class. Classes are subject to be rescheduled due to illness of instructor or inclement weather. Any classes that must be rescheduled will **extend** the class dates for completion. Students must keep a current contact phone number on file with the school for notification in the event a class is cancelled or rescheduled.

### **The Classroom Training**

Classroom instruction is comprised of lecture, video, discussion, role play, and practice. Classes are structured to provide the student with the skills they need in a relaxed, low-stress environment. Our classroom is equipped with state-of-the-art equipment including a mock lab where general laboratory skills can be practiced. Venipuncture practice initially takes place on specialized phlebotomy training aids with realistic feeling skin and veins and simulated blood. Students ultimately progress to live venipunctures (on each other and volunteers) when cleared by the instructor to do so. Students must actively participate in class for all hands-on training and special projects as assigned by the instructor. Because we are training students to become healthcare professionals, this is not an easy course, so students must expect to spend time studying hard at home between classes.

### **The Clinical Externship**

After the 96 hours of classroom instruction and final exam are successfully completed, students in both **Fast Track** and **Evening Track** programs then continue their training by attending a minimum of 100 hours clinical externship. Externships are conducted under the supervision of hospital phlebotomy staff. During their clinical externship students must complete

the 100 minimum hours AND a minimum of 100 successful unaided venipunctures and capillary punctures on patients in the clinical setting.

Students will be given the opportunity to indicate three preferred facilities for attending the clinical externship portion of their training. While we attempt to send students for their clinical externships immediately upon completion of the classroom portion of their training, this is sometimes not possible. Due to fluctuations in hospital staffing that is out of our control the school cannot guarantee immediate clinical placement of students. Hospitals will not accept students for clinical externships if their own staffing is such that an appropriate mentor is not available or they are working short staffed due to position vacancies, vacations, etc. Students will be placed in their clinicals as soon as possible. The application will explain the process in more detail.

Students accepted into the program will be assigned to one of the following hospitals for their minimum 100 hours clinical externship:

Harrison County Hospital, Corydon, IN	Floyd Memorial Hospital, New Albany, IN
Clark Memorial Hospital, Jeffersonville, IN	Columbus Regional Hospital, Columbus, IN
IU Health Paoli, Paoli, IN	Jewish Hospital, Louisville, KY
University of Louisville, Louisville, KY	Baptist East, Louisville, KY
Ireland Army Community Hospital, Fort Knox, KY	Hardin Memorial Hospital, Elizabethtown, KY
St. Elizabeth East (Lafayette)	St. Elizabeth Central (Lafayette)
Scott Memorial, Scottsburg, IN	St. Catherine, Charlestown, IN

Additional facilities are becoming available, so make sure you inquire as to the availability of clinical externships not listed.

The School of Phlebotomy requires students provide copies of high school diploma or GED, a recent physical, up-to date immunizations, and proof of negative TB test before the student can start their clinical practice. The instructor will not begin the task of finding a clinical externship placement until all documents have been turned in. When documents have not been turned in on time, there will likely be a delay in proceeding to the clinical externship.

### **National Certification Exam**

After students have successfully completed both the classroom and clinical segments of the course, they will be eligible to sit for their national certification through ASCP. Because the certification exam is through an outside national certification organization, it can take several weeks to get the certification testing date set up after the clinical practice is completed. Once students return their completed clinical experience documentation log and the clinical site sends us the student's evaluation, we send the student's paperwork to ASCP to get the testing arranged. The cost of the test (\$125.00) is paid for by the school after successful completion of the program. In the unlikely event a student does not pass the first time, the student must pay to apply to take the test again. Students will need to travel to the destination where testing is

available. At this time Louisville is the closest location, but there are many testing locations nationwide in case the student will not be in this area after completion of the program.

### **2012 Tuition: \$2500.00**

Tuition is payable in advance, no later than two weeks before the first day of class, unless other arrangements have been made. The school accepts cash, check, credit and debit card payments, vouchers from Indiana Vocational Rehabilitation and scholarship grants from local organizations. Please see our refund policy below.

#### **Tuition Includes:**

- All classroom hours
- Textbooks and all materials used in the classroom
- Student liability insurance
- Drug Screen
- Criminal Background Check
- White lab jacket (for use at clinical practice sites and then returned to school)
- Healthcare worker CPR training and card
- ASCP Phlebotomy Certification Exam fees (only for initial exam)

#### **Tuition Does Not Cover:**

- Health insurance for the student. Health insurance is the students responsibility.
- Automobile insurance. The student must maintain their own auto insurance.
- Cost for vaccinations/boosters/titers
- Cost for physical health exam
- Cost for PPD (TB) skin test
- Scrubs or shoes
- Cost for transportation to classes or clinical site

#### **The School of Phlebotomy reserves the right to:**

- Limit enrollment because of space or staffing restrictions.
- Establish reasonably selective admission requirements.

Please be advised that not everyone who applies for the program will automatically receive an interview or be admitted. If your application appears acceptable you will need to be interviewed by the instructor, director, or administrator before formal acceptance. The final decision as to whether a student is appropriate for the program resides with the school administrator.

**Scholarships:** The school may have scholarships available each year, beginning in the spring. Please call to inquire about the availability and requirements for any scholarships managed through us. The Community Foundation, Homemaker's Clubs, and other businesses and foundations are also potential sources of scholarships. If you are being assisted by Vocational Rehabilitation they may be able to cover your tuition.

Prospective students are encouraged to include family members in the decision to attend our school, particularly if a family member will be paying the tuition. To avoid any misunderstanding regarding expectations of the student or the school, the person paying the tuition on behalf of a student must also sign the application and the School Policy documents after the applicant has been formally accepted.

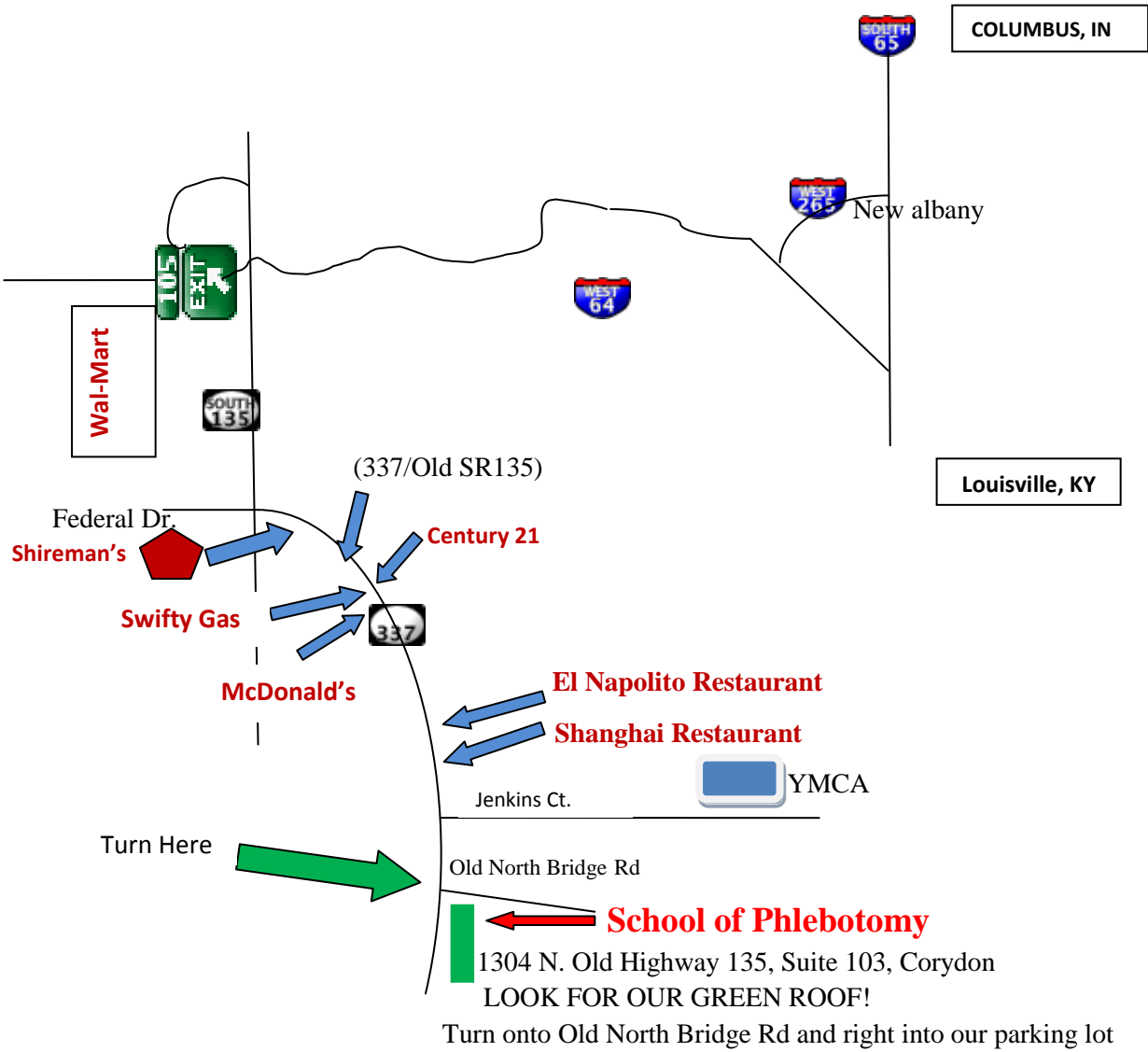
Our students are 18 years of age or older and have legal capacity for the signing documents. For confidentiality and security reasons, the school will not discuss the student's classroom training or clinical externship training with anyone other than the student. There will be no exceptions to this policy. Students are expected to come to us if they have any questions or concerns and to communicate with their families themselves regarding their progress. Students should not try to have friends or family members call us. Our administrative office is open Monday through Friday 8 am to 5 pm; however, there is not necessarily an instructor or administrator present during all business hours.

**If you would like to visit our facility please call us at 812-738-5700 to arrange a classroom tour**

Do not use your GPS to locate the school. For some reason it will take you to a pasture two miles away. Please call us if further directions are required. See map on following page.

The School of Phlebotomy is located in a recently constructed building with state-of-the-art equipment and facilities conducive to learning.

1. From I-64 take the IN-135 exit, (EXIT 105) toward Corydon.
2. Merge onto IN-135 S toward Corydon. (Stay in the left lane)
3. Turn left onto IN-337/ Old SR 135. Shireman's Farm Market is where you will turn. You will also see a McDonalds, Swifty Gas, and Century 21 Real Estate office in that area.
4. In approx. 1.5 miles turn left onto Old North Bridge, the street just past the entrance for the YMCA.



## **Indiana Commission on Proprietary Education Uniform Refund Policy**

### **570 IAC 1-8-6.5 Resident institutions; refunds**

Authority: IC 21-17-2

Affected: IC 21-17-3-13

Sec. 6.5. (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper

refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

(A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

This institution is regulated by:

The Indiana Commission on Proprietary Education  
302 W. Washington St., Room E201  
Indianapolis, Indiana 46204

Toll-free number: 1-800-227-5695 or 317-232-132



## **Is the Center for Phlebotomy Education, Inc., School of Phlebotomy right for you?**

Be an informed consumer. We want you to feel you have made the right choice in selecting our School of Phlebotomy for your training. Check with the other Phlebotomy Technician training programs in the area. What is their tuition? What other expenses are associated with their training? How long will it take to complete their program? What are your choices for clinical externship sites? Do they even offer clinical externships? Does their program lead to national certification? Do they have a good reputation? Answering these questions will help you make the best decision.

### **Frequently asked questions:**

Q. How much does a phlebotomist earn?

A. The range of pay varies, but a check on the Internet will tell you the range is about \$10.00 to \$15.00 per hour, depending on where you work, the hours you work, etc.

Q. Is financial assistance available?

A. Several *School of Phlebotomy* scholarships are available each year and are spread throughout the school year so each class has an opportunity for scholarship. Information on the scholarships is available on special request from our administrative office or online at our web site. We are an approved training facility for Vocational Rehabilitation. We do not offer any financial assistance or payment plans. Banks and other lenders may make a loan available to you. Look for scholarships from businesses or community organizations.

Q. Can I apply for a government student loan?

A. We are unable to accept PELL or other type government grants. Only very large schools qualify for the government student grant or loan program. The upside to our small size is the personal attention you get in class!

Q. If I enroll in the Fast Track program and can't keep up with the pace, can I switch over to the evening course?

A. Yes, you may switch over at no additional fee. Evening Track classes are only offered twice per year, one in the spring and one in the fall, so there could be a wait for the next evening class to come along.

Q. What is considered a passing grade on tests?

A. Students must score at least 80% on each quiz and the final exam to complete the classroom portion of the course and be eligible to move on to clinicals. Information is presented in multiple ways so students are able to understand the material and pass the quizzes and exams. We have higher standards than students may have experienced in other programs. That is because we take blood collection practices very seriously and consider the information we provide in the program to be essential knowledge for a practicing phlebotomist.

Q. What happens if I miss a class?

A. All classes are important and the student must make every possible effort to attend but we don't want you in class if you are contagious. Class time **must** be made up and approved by the instructor in advance. A student will be dropped from the program if absences exceed the limit as noted within the School Policies. (Full policies are available when student is accepted)

Q. Do students get paid during their clinical externship?

A. No. Students are not considered employees while they are at their clinicals. Students will be supervised by facility employees while on their clinical rotation and are to perform phlebotomy procedures only in the presence of their supervising staff.

Q. How long does the clinical externship last?

A. Student clinical experience lasts at least 100 hours, depending on facility staff availability. During the clinical externship a student must also have at least 100 documented successful blood draws and finger or heel sticks. Once students have completed and documented their hours and the required number of successful blood specimen collections **and** the school has received a favorable evaluation from the student's clinical externship site, they will receive their Phlebotomy Technician certificate and will be scheduled to take the national certification exam.

Q. Can I get a job before I take the national certification exam?

A. Yes! Most employers will offer our well-qualified students a job at the end of clinicals if they have a job opening available and the student made a good impression during clinicals. Employers usually require only that the applicant was trained in a formal phlebotomy program. Once you receive your Phlebotomy Technician certificate, you are properly trained as a phlebotomist. Employers do prefer to hire nationally certified phlebotomists but will consider those who are in the application process for a national certification exam. Most of our students are hired prior to taking their certification exam.

Q. Do you offer job placement assistance?

A. We have an up-to-date listing of available phlebotomist positions throughout our area posted in the classroom at all times. Postings are from the Southern Indiana and Louisville Metro areas. When we hear of job openings, it is not unusual for us to call a former student to let them know about the opportunity. Most of our clinical sites encourage students to apply for jobs when they complete their clinicals. We try to place students in the facility we think will be the best fit for them and most likely to evolve into a job offer. It is up to each student to make a good impression during their clinicals to increase their chances of being offered a position there. Students absolutely must consider their clinical externship as a very long job interview. Facilities view our students as potential employees, so it is important that students consider the clinical facility to be a potential employer for them and not just part of their training. If you show skill and professionalism, the ability to work as part of their team, and demonstrate a good work ethic by showing up on time for all scheduled clinical dates and follow facility policies you will likely be encouraged to apply for a job when your clinical externship is complete. Some of our students even get hired before they have completed their clinicals. We love it when that happens! When this occurs the student continues to document their blood specimen collections until the minimum number of hours and collections have been reached to qualify for certification.



## Application Instructions

Prospective students must submit an application before the application deadline for the class they wish to attend. If approved, an interview with the instructor prior to being accepted for the program is required. After the deadline, applications will be taken as time permits.

### The School of Phlebotomy reserves the right to:

- Limit enrollment because of space or staffing restrictions
- Cancel a class if there is insufficient enrollment to conduct a class
- Establish reasonably selective admission requirements

### School of Phlebotomy Application process:

- 1) Carefully read through the Course Information packet before completing this application.
- 2) Please write as legibly as possible.
- 3) Answer questions as requested on a blank piece of paper and submit with this application. Be sure all questions are answered. Incomplete applications may not be considered.
- 4) Applications may be sent via mail, faxed to us at 812-738-5750, or turned in at the office.
- 5) There is no fee to submit an application.
- 6) Do not send any payment with the application. If an applicant is accepted into the program, a \$200.00 minimum deposit is required within 7 business days of receipt of his/her acceptance letter to save their seat in the class unless other arrangements have been made. The tuition balance **must be paid in full 2 weeks prior to the start of class**; unless other arrangements have been made. The school can accept cash, checks and major credit/debit cards. Students will receive their textbooks at orientation, about two weeks prior to class start date. A place in the class will not be held for the student unless a deposit has been made.
- 7) Prospective students may call the school to verify that an application has been received. Repeated calls to the school are not necessary. Applicant will be contacted by phone or mail regarding their application status. If the application is accepted, an interview will be arranged.
- 8) Supporting documents, such as a copy of one's healthcare provider CPR card (if applicable) or diploma may be attached to the application. Do **not** include immunization records or any other confidential documents with this application. These documents will be requested by school if applicant is selected for the program.
- 9) If another individual will be paying the student's tuition in part or full, please indicate who that person is. If applicant is accepted as a student and someone else is paying the tuition, either full or in part, the payee must also sign the application and the school policy documents prior to any payment being accepted. The applicant is encouraged to bring this person with them to the interview if desired.
- 10) Application must be signed by the prospective student. The signature gives the school permission to check references. If the prospective student does not want a reference called, that reference should not be included on the application.

## Student Clinical Externship Policy and Facility List

We will try to place students at a preferred location but cannot guarantee any particular site will be available for a student's clinical externship and will place students as availability dictates. Students will be asked to state preferred clinical externship sites after class begins.

Current Indiana clinical site options are: Clark Memorial Hospital, IN; Floyd Memorial Hospital, IN; Harrison County Hospital, IN; IU Health Paoli, IN; Columbus Regional Hospital, IN; St. Elizabeth Central, IN; and St. Elizabeth East, IN; Scott Memorial, IN; St. Catherine, IN. Others may become available, so please check ask if the site you prefer is not listed here.

Current Kentucky clinical site options are: Baptist Hospital East, KY; Hardin Memorial Hospital, KY; Ireland Army Community Hospital, KY; University of Louisville Hospital, KY, Jewish Hospital, KY.

### Important notice to applicants regarding clinical externships

We take our commitment to our students very seriously and the school will do everything reasonably possible to provide students with the clinical experience they prefer. However, we are not in charge of the employee staffing at any of these facilities, and therefore cannot guarantee that they will have an appropriate mentor available for a student at the time the student is ready for their clinical externship. Frequently students can get into their clinical externships immediately after the classroom portion of instruction, and that is what the school prefers to do. We have two sessions per class scheduled with the clinical sites to accommodate our students. If there is a delay in your clinical rotation, it is not because the school hasn't been working diligently on securing an externship location for the student; it is because either there are staffing issues at the hospitals or the hospitals currently have other students they are working with. There are many other schools in the area that might have a student doing an externship of some sort in the lab. There is a limit to the number of students a hospital can supervise at any given time. Greater delays in student clinical practice are possible depending on the ability of a hospital to take students at any given time. All of our affiliates love to have our students come for their clinical externships, as evidenced by how many of them hire our students! A hospital's bottom line is that they have to make sure they have adequate staff to care for their patients AND mentor a student. The needs of students must, out of necessity, come after the needs of their patients. Clinical facilities will decline to take students when they do not have adequate staffing.

When a delay occurs in placing a student for their clinical externship it is important for everyone to be **patient and understanding** of the complexity of scheduling clinical externships. We are here to train students for a new career and to get them placed in externships as quickly as we possibly can.

Information regarding a student's training is a matter between the student and the Center for Phlebotomy Education, Inc. / School of Phlebotomy. The Center for Phlebotomy Education, Inc. / School of Phlebotomy will not discuss a student's training with another individual, no matter who has paid for the course. Please indicate you have read and understand this policy by placing your initials in the spaces.

Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

If someone other than the prospective student will be paying the tuition, in full or in part, that person must also sign below:

Payee's Signature: \_\_\_\_\_ Date \_\_\_\_\_



## Indiana Commission on Proprietary Education Uniform Refund Policy

### 570 IAC 1-8-6.5 Resident institutions; refunds

Authority: IC 21-17-2

Affected: IC 21-17-3-13

Sec. 6.5. (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper

refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

(A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

*(Indiana Commission on Proprietary Education; 570 IAC 1-8-6.5; filed Jan 17, 1995, 1:00 p.m.: 18 IR 1476; readopted filed Jan 9, 2002, 10:58 a.m.: 25 IR 1731; readopted filed Sep 11, 2008, 9:53 a.m.: 20080924-IR-570080518RFA)*



Center for Phlebotomy Education, Inc.  
1304 N. Old Hwy 135, Suite 103, Corydon, IN 47112  
Office: 812-738-5700 Fax: 812-738-5750

### APPLICATION FOR ENROLLMENT

Program: **Phlebotomy Technician** Tuition: \$2500.00 **Today's Date:** \_\_\_\_\_

Tuition must be paid in full 2 weeks prior to class start date. (Cash, check, and credit / debit cards are accepted)

**PLEASE PRINT CLEARLY**

First Name	Middle Initial	Last Name		
Maiden Name	Date of Birth / /	M / F	Social Security Number	
Address		City	State	Zip Code
Home Phone	Cell Phone		Work Phone	
Email address				
Emergency Contact		Phone Number(s)		
How did you hear about our school? <input type="checkbox"/> Radio _____ <input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Fair <input type="checkbox"/> Movie/Theater <input type="checkbox"/> Website <input type="checkbox"/> FaceBook <input type="checkbox"/> Google/Internet search <input type="checkbox"/> Building Sign <input type="checkbox"/> Open House <input type="checkbox"/> Word of mouth <input type="checkbox"/> Referral; Former student: _____ <input type="checkbox"/> Other: _____				

**Educational History:**

School(s) Attended	Dates Attended	Degree / Certificate	Major / Focus

**Work History:**

Employer	Dates Employed	Type of Work	Why did you leave?

**Source of Tuition:**

Self-Pay  Other Payee; Source: \_\_\_\_\_  
List source(s) of tuition of other payee (e.g. Parent, Grandparent)

Indiana's Vocational Rehabilitation **Counselor** \_\_\_\_\_

Applying for "School of Phlebotomy" Scholarship  Other Scholarship: \_\_\_\_\_

Indicate program you wish to attend:

FAST TRACK 3 Week Program (plus clinical time)  Evening 12 week program (plus clinical time)

Class Date: \_\_\_\_\_ (see program information packet)

1. The school will be checking applicant's references to help determine if the student is appropriate for the program and placement in a hospital setting for clinicals. Only provide references you are agreeable for the school to contact. By listing references here you are giving us permission to contact them.

Applicant's Initials \_\_\_\_\_

Please list 3 professional references below: (e.g., a colleague, a client, a vendor, a supervisor, previous teacher, previous employer, clergy, or volunteer supervisor)

Reference Name	Relationship	Contact Phone Number

2. Please obtain at least one (1) letter of character reference and have that person fax it to: 812-738-5750 or postal mail it to us at School of Phlebotomy 1304 N. Old Hwy 135, Suite 103, Corydon, IN 47112 or e-mail it to: LSTEINAM@PHLEBOTOMY.COM

3. Can you provide proof of a valid driver's license? \_\_\_\_\_yes \_\_\_\_\_no

4. Do you have reliable transportation? \_\_\_\_\_yes \_\_\_\_\_no

5. Can you provide proof of current automobile insurance? \_\_\_\_\_yes \_\_\_\_\_no

6. Do you currently have health insurance coverage? \_\_\_\_\_yes \_\_\_\_\_no

7. Have you ever been suspended, dismissed, or expelled from an educational institution or employment as a result of behavioral misconduct? \_\_\_\_\_yes \_\_\_\_\_no (If yes, please explain in the space at the bottom of this page)

8. Have you ever been found responsible for a disciplinary violation at any job that resulted in your probation, suspension, or dismissal from the company? \_\_\_\_\_yes \_\_\_\_\_no (If yes, please attach explanation)

9. Have you ever been found guilty or convicted of a misdemeanor, felony, or other crime? \_\_\_\_\_yes \_\_\_\_\_no (If yes, please attach explanation)

*[You are not required to answer "yes" to question 9 or provide an explanation if record has been sealed, annulled, pardoned, destroyed, or otherwise ordered by a court to be kept confidential.]*

10. Please answer these questions on a separate sheet of paper. A paragraph or so is enough for each question. **Type or print clearly.**

A) What do you hope to accomplish by taking this course?

B) Explain what was/is your favorite job and why?

C) Explain your least favorite job and why?

- D) How do you feel about someone watching you while you are learning something new?
- E) What is your experience and comfort level in working with the elderly?
- F) What is your experience and comfort level in working with teens and young adults?
- G) What is your experience and comfort level in working with infants and children?
- H) Provide an example of an experience you have had in which a stranger was upset; either with you or a situation they thought you could help them with. Explain what the situation was and how you handled it.
- I) What would you say is your greatest strength and why?
- J) What would you say is your greatest weakness and why?
11. Do you have access to a computer on regular basis?  Yes  No
12. What is your computer knowledge?  No knowledge  Basic  Intermediate  Advanced
13. What best describes your ability to grasp new information? (✓ one below)
- I like a fast pace and grasp new concepts easily
- I am slow but steady
- I have difficulty grasping new concepts but with time I do catch on
14. Please put a checkmark next to one of the following statements that best describe you:
- I prefer to work independently
- I prefer to work as part of a team
- I prefer to work independently and as part of a team
15. Phlebotomists collect blood from veins and finger or heel sticks. They also have to handle other specimens such as urine, stool, sputum, and other body fluids or tissues. Are you at all squeamish about handling any of these types of specimens?  Yes  No
16. What is your availability for attending a clinical externship of 100-120 hours?
- I can only attend weekday mornings
- I can only attend evenings and/or weekends
- I can be flexible with my clinical externship hours
17. Is there a deadline by which you must have this program completed?  No  Yes  
If yes, what is the date? \_\_\_\_\_  
Reason: \_\_\_\_\_
18. Students will not be set up for their clinical externship until all of the required documents have been submitted to the school. Any delays in submitting these documents will likely delay entrance into the clinical externship. Will you able to provide copies of your high school diploma, transcript or GED, a recent physical, up-to-date immunization records and proof of negative TB test no later than the first week of class?
- Yes  No Applicant's Initials \_\_\_\_\_

19. Initial below to indicate you are willing to submit to a criminal background check and drug screen at any time prior to or during your clinical externship and permit the Center for Phlebotomy Education, Inc.; School of Phlebotomy to share that information with the clinical facility AND that failure to pass any background check or drug screen are grounds for dismissal from the program. I also understand that I must have a state picture ID or valid drivers license on my person for all classes\clinical rotation. Applicant's Initials \_\_\_\_\_

20. Is there anything that might prevent you from completing this program once you start?  
 Yes  No If yes, please explain:  
 \_\_\_\_\_

21. After being released to do so, students practice venipuncture and skin puncture techniques on each other under the supervision of the instructor or designated instructor's assistant. Are you willing to allow fellow students to practice their venipuncture and finger stick procedures on you under supervision and sign a waiver of liability prior to participating in classes?

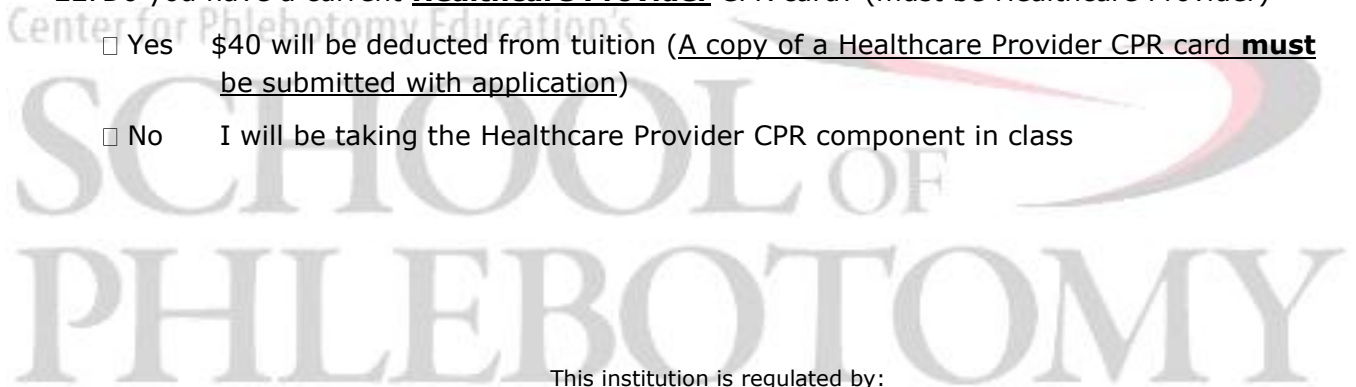
Yes  No (Please note that you may withdraw your consent at any time during class)

Applicant's Initials \_\_\_\_\_

22. Do you have a current **Healthcare Provider** CPR card? (must be Healthcare Provider)

Yes \$40 will be deducted from tuition (A copy of a Healthcare Provider CPR card **must** be submitted with application)

No I will be taking the Healthcare Provider CPR component in class



This institution is regulated by:

The Indiana Commission on Proprietary Education

302 W. Washington St., Room E201

Indianapolis, IN 46204

Toll-Free Number: 1-800-227-5695 or (317) 232-1320

By signing this enrollment application I agree to abide by the policies as set forth by the Center for Phlebotomy Education, Inc. / School of Phlebotomy and of the facility where I attend my clinical practice. I permit the Center for Phlebotomy Education, Inc. / School of Phlebotomy to check the references I have included in this application. I wish to be considered for admission to the Phlebotomy Technician program and:

1. I have read the course information packet and understand the requirements for attending the school of Phlebotomy.
2. I understand the school will review my application and check references but that does not guarantee I will receive an interview.

3. I understand I am not guaranteed entrance into the school of phlebotomy and it is at the sole discretion of the instructor and administration at the Center for Phlebotomy Education, Inc./ School of Phlebotomy as to whether I will be considered an appropriate candidate for the program.
4. I understand that any breach of school or clinical externship site policies could be cause for my expulsion from the phlebotomy program.
5. I understand healthcare can be a very fast paced, stressful and a demanding area in which to work and I am able to cope with the physical, mental, and emotional challenges.
6. I understand any false statements made on this application can cause me to be declined admission into the program or expulsion from the program if I have been accepted.
7. I understand that if I am accepted into the Phlebotomy Technician program I will be provided with the full text of the school's policies and will be required to read and to sign that I understand and will abide by those policies prior to payment of any deposit or tuition.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If someone other than prospective student will be paying the tuition in part or full, that person must also sign below:

Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

**For Administrative Use Only:**

Date application received: \_\_\_\_\_ Is application complete? Yes No

Reference letter received?  No  Yes Date \_\_\_\_\_

References verified?  No  Yes Date \_\_\_\_\_

Appropriate for interview?  No  Yes Date of interview: \_\_\_\_\_ Time \_\_\_\_\_

Was anyone else present at interview?  No  Yes if yes, whom? \_\_\_\_\_ relation \_\_\_\_\_

Interview notes:

Admission status: Accepted Declined (note reason declined)